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UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 20 March 1964

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities No. 11  
16 March - 20 March 1964

*Did we request  
it?*  
1. The Armed Forces Staff College has allocated four spaces to the Agency for the 36th Class, 17 August 1964 - 15 January 1965. [We are requested to accept the quota prior to 1-April 1964.] This is an increase of two spaces. There are four alternates listed for the AFSC.

2. During recent years, we have been unsuccessful in securing spaces in the Ballistic Missile Space Familiarization Course. Due to the popularity of this course, only Air Force employees, mainly SAC employees, have received spaces. The course is sponsored by SAC and given at Vandenberg Air Force Base. Our last independent attempt was in September 1962 with no success. In November 1962, following the directions of the Agency's liaison officer, [redacted] we again requested a quota. [redacted] was to work behind the scenes at SAC headquarters -- still no spaces. We have asked for 25 spaces per fiscal year for some time. The Ballistic Missile Space Division of OSI has a continuing need for the program. This year I will try to obtain the quotas through the FPO "establishment."

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3. From employees at [redacted] we have learned of a Symposium on Military Oceanography to be given by the Navy in Washington, D. C. This was, however, all the information we had. Therefore, [redacted] began checking with our known area of the Navy and talked her way through numerous calls high-lighted by the following names we wish to remember:

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Dr. Harder, Chief, Training Division, Office of Naval Research  
Mr. Robert Able, Office of Naval Research  
Lt. Cdr. J. C. Fry, Staff of the Chief Oceanographer of the Navy  
Lt. Cdr. Reed, Office of the Chief of Naval Operations

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Cdr. Fry explained that the symposium was by invitation only, and each invitee must be sponsored by a unit or office of the Navy. He commented that CIA should definitely be included in the symposium and specially, "someone from [redacted] office." 25X1A9a  
OSI confirmed that a [redacted] was formerly with their 25X1A9a  
Oceanography Branch. Cdr. Fry graciously volunteered to find us a sponsor. The next day, Lt. Cdr. Reed called and offered us three spaces which their invitees had declined.

Would it be naive to expect the OCR liaison channel to secure information on or tips about Navy training if we gave them the requirement? We are definitely not in the pipe line.

25X1A9a 4. [redacted] (detailed to the Branch)  
have worked full time on the travel delinquencies. We are only behind approximately 60 travel vouchers. All of these employees have been either called or written and asked for their accountings. 25X1A9a  
[redacted] is now checking on delinquent tuition advances. I suspect there will be many more tuition accountings than there are travel. However, accounting for these is much simpler and takes less time. I hope that by the end of the coming week they will have contacted all of these employees.

25X1A9a Most of the budget requirement sheets have been returned to us and [redacted] will begin collecting cost data the following Monday.

25X1A9a 5. During the past week we have had more than the normal workload with an increase in nomination cards, FSI application forms, memoranda to other Offices of the Agency, cover orders, financial letters and new nomination forms for Navy programs. Also during the week we sent to all of our students outside the Washington area a sanitized version of the UBLIC changes and the new income tax scale. My secretary has been very busy, and considering her lack of experience has done very well. However, when tired, one is always more vulnerable. I can understand how [redacted] overlooked her burn bag while securing her materials; however, this does not change the fact that it was not secured.

Yesterday I gave another security lecture to my employees, stressing the need of constantly following a set procedure for securing the area each night. I emphasized that because we are behind a barrier and that the material was found by a guard, does not eliminate the possibility of compromise. I also stressed that security is the area of our jobs in which we must be most responsible.

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